



CITY OF SAN BRUNO

Community Services Department

MEETING MINUTES

Parks and Recreation Commission October 18, 2017

1. **Call to Order/Roll Call:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:31 p.m. Commissioners Present: Chair Palmer, Gonzales, Greenberg, Melendrez, Nigel, Salazar, and Zamattia. Commissioners Excused: Vice Chair Davis. Staff: Burns, Brewer, Venezia, and Aker.
2. **PLEDGE OF ALLEGIANCE:** Commissioner Melendrez led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **APPROVAL OF MINUTES:** **MSC Nigel/Zamattia** to approve the minutes from August 16, 2017. Approved unanimously, Commissioner Gonzales abstained.
MSC Melendrez/Gonzales to approve the minutes from September 20, 2017. Approved unanimously, Commissioner Nigel abstained.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Receive Report and Provide Input on Proposed Park Improvements Related to the Proposed Skyline College Residential Project – City staff and representatives of the San Mateo County Community College District and Summerhill Homes presented a 70-unit residential project located on the Skyline College campus. The Commission reviewed their plans and provided their input and comments.
 - b. Review of Parks and Recreation Commission 2016-17 Annual Report to City Council – Director Burns told the Commission that their annual report would be presented at the City Council meeting on November 14, 2017. Chair Palmer reviewed the annual report for the Commission and asked the Commission for their input. **Commissioner Greenberg** requested that dates be added for the City Park bathroom remodel and Earl Glenview and Florida Avenue Parks slides.
8. **UNFINISHED BUSINESS:**
 - a. Park Inspection/Tour Program Ad-Hoc Subcommittee Recommended Changes to the Commission Park Tour Program - **Commissioner Greenberg** presented the Commission with an Observation List example that the Commission can use to tour the parks. She told the Commission that the subcommittee recommends

that each Commissioner individually visit all the parks in a calendar year, not on a four year cycle. **Commissioner Nigel** added that they would make it a permanent agenda item for the Commission in order for Commissioners to be able to report on any park observations they make in a month and bring it to the attention of staff and the Commission. The Commission reviewed the example Commissioner Greenberg provided and discussed the best way to make changes to the Commission Park Tour Program that would be beneficial for the Commission and staff. **Chair Palmer** requested the subcommittee meet one more time with Director Burns and return to the Commission during their next meeting with finalized recommended changes.

- a. Results of the 2017 Inspection of Community and Neighborhood Parks – Supervisor Venezia reviewed the results of the 2017 Inspection of Community and Neighborhood Parks. He told the Commission that staff would be working on all the identified areas that need to be addressed in the upcoming winter season.

9. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**

- a. Subcommittee Updates – None.
- b. Report from Commissioners – **Commissioner Melendrez** asked staff for an update on the repairs for the Senior Center. Director Burns replied that a temporary wall had been put up to allow some programming to resume in the multi-purpose room including Big Bingo. Staff is working to get reconstruction started as soon as possible and get the Senior Center fully restored by early 2018. **Commissioner Melendrez** asked if the Florida Avenue Park would be given a different name and Director Burns replied that City Council approved the project as the Florida Avenue Park. **Commissioner Melendrez** asked if residents had given any feedback on the restoration of the City Park restrooms and Director Burns responded that they had not received any meaningful feedback to report. **Commissioner Salazar** asked if there could be fences placed around City Park to prevent small children from walking onto the street and if the crosswalks on City Park Way could be addressed at an upcoming Commission meeting. **Commission Salazar** also asked that because the restoration of the restrooms in City Park requires digging into the ground, if there is a way to incorporate a networking cable that could provide a Wi-Fi access point. **Commissioner Salazar** also asked if there were any updates on getting the Commission a general email inbox and Director Burns said that staff was still looking into it.

10. **ITEMS FROM STAFF:** Director Burns told the Commission that the City received 10 proposals for the Request for Proposals/Qualifications for Architectural/Engineering Planning and Design Services for the Recreation and Aquatics Center. Staff will review the proposals and determine 3-5 firms to invite back for interviews. Staff is eager to bring to the City Council a recommendation by December 2017 to do an award of contract for community outreach and putting together a master plan for a dual Recreation and Aquatics Center. She told the Commission she would keep them updated as the plans progress. She told the Commission that a Parks Maintenance Worker position and Parks Lead Worker recruitment were currently in progress and they hope to have all the positions filled by end of calendar year.

11. **ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 8:25 p.m.